



# ADMINISTRATIVE TECHNICIAN

## (Continuous Recruitment)

**Sacramento, CA**

**\$43,798–\$54,747 Annual Salary + Opportunity for Performance Bonus**

### THE ORGANIZATION

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

### THE POSITION

Our Sacramento Office is recruiting for Administrative Technicians. Under general supervision, the incumbents will perform responsible technical, paraprofessional, and administrative duties in one or more of the following areas: accounting; administration; executive recruitment; production; human resources; or test administration, development, and rental. Duties vary depending on assigned business unit within the organization.

### KEY DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Performs various paraprofessional administrative duties, such as; editing documents, building technical reports, filing, handling client/customer questions, operating various office equipment, and making travel arrangements.
- Tracks contracts; monitors project budgets and informs project managers if costs may exceed the contract amount.
- Searches for pertinent requests for proposals; prepares proposals, contracts, and letters of agreement, with consultant or management input and review; formats, proofreads, edits, copies, and mails project proposals, contracts, letters of agreement, and final project reports.
- Communicates with clients to accomplish business unit objectives, which typically involves answering questions, providing information about the status of projects and services, resolving issues, writing letters and memos, and sending client satisfaction surveys.
- Processes, codes and reviews timesheets and expense claims; candidate fees and refunds, proctor payments, and test site payments; processes invoices for client billing, printing supplies, and printing services.
- Coordinates the assembly of exams; creates exams using a computerized item bank, based on consultant recommendations or as requested by clients; creates customized instructions for exam proctors; edits, proofreads, and formats exams; categorizes inputs, proofreads, and edits items and statistics in the item bank.
- Processes applicants and candidates; notifies candidates of exam schedule and results; establishes eligible lists and computes seniority lists.

### QUALIFICATIONS:

**Education:** Associate's degree in a related field. A Bachelor's degree is highly desirable. Candidates with strong experience who lack the degree are encouraged to apply. **Experience:** Three years of increasingly responsible technical or administrative support experience involving customer service, document preparation, and technical report writing using computer applications such as word processing and spreadsheets.

**BENEFITS:** Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits. To learn more about our benefit programs, please [click here](#).

**SELECTION PROCESS:** Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted. Applications will be reviewed for related experiences, appropriate level, and education. Those most qualified will be contacted to participate in a **written examination**. A typing certificate verifying at least **45 WPM** is required before the cut-off date below. Please fax this certificate to (916) 561-7261 Attn: Recruitment Coordinator. [Click here](#) for a list of testing locations.

**FINAL FILING DATE:** Continuous recruitment with cut-off date of April 30, 2006 5:00 p.m. PST  
For tentative exam May 2006

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*